

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses positions in the support services of fire department operations, the major duties of which are enforcing fire codes and ordinances, conducting fire inspections and reinspections when indicated, inspecting structures while under construction to insure compliance with fire codes, providing for public fire education by speaking at schools and meetings of civic groups, and keeping all required records of fire prevention activities for the department. The fire prevention officer also investigates the causes, origins, and circumstances of all suspicious fire within the district. This class is non-supervisory in nature; the fire prevention officer performs routine duties independently and performs special tasks with general instruction from a superior officer. The fire prevention officer reports to and has work reviewed by the Chief of Fire Prevention.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Enforces fire prevention codes and ordinances; inspects businesses, schools, institutional buildings, factories or warehouses, or other sites to determine the existence of potential fire or safety hazards; makes recommendations for correction of fire hazards.

Reinspects buildings where violations of fire codes occurred.

Takes complaints on possible violations of fire codes and follows-up in accordance with departmental policy.

Inspects structures while they are under construction to see that construction complies with fire codes.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans.

Investigates the causes, origins, and circumstances of all fire occurring within the jurisdiction, especially those of unknown or suspicious origin; talks with fire fighting personnel at the scene concerning details of fire; performs all duties at the scene to determine the cause and origin including the identification, collection, and labeling of evidence. Makes arrests, interview any suspect, and execute warrants as needed, with submission of all reports to the District Attorney's office.

May carry firearms in the performance of arson related duties.

Monitors and evaluates local conditions which may become fire or safety hazards; recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Reviews and processes incoming communications for the fire prevention division; prepares an operating budget for the division; prepares all required forms and records and supervises the maintenance of division records.

Plans public education programs for the department; gives lectures, talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers inquiries about fire prevention services.

Coordinates the annual fire department companies, pre-fire planning and inspections of businesses.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must have at least three (3) years of experience with a paid fire department in fire service positions performing fire suppression or fire inspection duties, or duties in some related area of operations which would afford a background in fire codes and inspection procedures.

OFD	09-27-90
Rev	09-15-92
	12-13-01
	03-22-06
	04-17-09